



# Chesterfield County Sheriff's Office

## BACKGROUND INVESTIGATION WORKSHEET

### PLEASE READ BEFORE COMPLETING THE INFORMATION IN THIS BOOKLET.

The questions asked in this form are necessary in order for us to initiate a thorough investigation. By nature of the position, a security clearance is vital. All information given by you will only be used to assist in determining your suitability for the position and will not be returned.

- All time periods in your background must be accounted for.
- Fill in completely and answer all questions appropriately.
- Use ink in your own handwriting.
- After completing this packet, please mail it to the address listed below.

If the spaces provided are not sufficient for completing answers or you furnish additional information, attach sheets the same size as this application.

**FURNISHING FALSE INFORMATION OR OMISSION OF PERTINENT INFORMATION SHALL BE GROUNDS FOR DISQUALIFICATION.**



**Sheriff's Human Resources Unit  
Chesterfield County Sheriff's Office  
9500 Courthouse Road  
P.O. Box 7  
Chesterfield, VA 23832-0001  
(804) 768-7377**

**On the web at: [chesterfieldsheriff.com](http://chesterfieldsheriff.com)**

**Due  
Date:**

## **INSTRUCTIONS FOR BACKGROUND INVESTIGATION PACKET**

Please include copies of the following documents with your packet. We recommend you make a copy of this packet (before and after you complete it) for your records.

- Birth Certificate
- G.E.D. Certificate (if applicable)
- High School diploma and transcripts (official) If you did attend High School, but received a GED, provide your High School records also.
- College transcripts (official)
- Marriage License
- Divorce decree
- Military discharge papers (DD form 214)
- U.S. Citizenship Certification (if applicable)
- DMV Driving Record (for current and previous out-of-state applicants only) Anyone with a VA drivers license of less than three years who lived out of state before and had a license should get a transcript from their home state.
- Social Security Card
- Any Law Enforcement Certificates and/or Certifications
- Current Credit Report (must be from Equifax, Transunion, or Experian)

**Mail this completed packet, along with applicable documents to:**

Chesterfield County Sheriff's Office  
Sheriff's Human Resource Unit  
9500 Courthouse Road  
P.O. Box 7  
Chesterfield, VA 23832-0001

**Or deliver this completed packet, along with all applicable documents to:**

Chesterfield County Sheriff's Office  
Human Resource Unit  
(Located in the Chesterfield County Courthouse)  
9500 Courthouse Road  
Chesterfield, VA 23832-0001  
804-768-7377

## PERSONAL HISTORY

**Position for which you are applying** \_\_\_\_\_

Full name \_\_\_\_\_

(Include nickname or name you are known by)

Maiden Name (if applicable) \_\_\_\_\_

Present Address \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

Home phone number \_\_\_\_\_ Cell phone number \_\_\_\_\_

**Please circle one of the following:**

Male                  Female

Email address \_\_\_\_\_

Date of birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Place of birth \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye color \_\_\_\_\_ Hair Color \_\_\_\_\_

Do you have any relatives currently or previously employed by the Chesterfield County Sheriff's Office? \_\_\_\_\_ If yes, who and please list dates employed? \_\_\_\_\_

Operator's license number \_\_\_\_\_ Issuing state \_\_\_\_\_

Number of years driving \_\_\_\_\_

Have you ever held an operator's license in another state? \_\_\_\_\_ If yes, please explain (include dates and locations.) \_\_\_\_\_

Do you currently have liability insurance on each of your vehicles? If no, please explain \_\_\_\_\_

Are each of your vehicles properly registered in the jurisdiction in which you reside? \_\_\_\_\_

If no, please explain \_\_\_\_\_

**List all motor vehicles currently owned and/or operated by you and the County or State they are registered in.**

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>License plate number</u>	<u>Registered in:</u>

Have you ever been refused/suspended/revoked an operators license in another state? \_\_\_\_\_  
 If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been involved in an automobile accident? \_\_\_\_\_ If yes, please explain (include dates and location.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**List all banking accounts (checking, savings, etc)**

<u>Institution(s) include address)</u>	<u>Type of account</u>	<u>Account #</u>	<u>If joint, with whom</u>

Have you had bounced checks or overdrafts? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**List all loans and accounts, past and present, for which you are wholly or partially responsible.**

<u>Institution(s) include address)</u>	<u>Account#</u>	<u>Type</u>	<u>Total credit</u>	<u>Balance</u>	<u>Monthly payment</u>



\_\_\_\_\_  
\_\_\_\_\_  
Do you have any child support obligations? \_\_\_\_\_ If yes, are you current on payments? Please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, and telephone number of the person/person's who receive the child support.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list all former addresses and dates that you resided at each, start with the first address and proceed to your current address, including campus housing and military addresses. (If more space is needed, attach a separate sheet.)**

Address

Dates

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you ever been evicted or asked to leave an address? \_\_\_\_\_ If yes, please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MARITAL STATUS

**Please circle one of the following.**

Single      Married      Widowed      Separated      Divorced      Other

Date married: \_\_\_\_\_ Spouse's Maiden Name (if applicable): \_\_\_\_\_

Name of Spouse/Fiancée/Significant Other \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

If separated/divorced, list court and date \_\_\_\_\_

If separated/divorced, provide Name, address and phone number of former spouse.

\_\_\_\_\_

Has your Spouse/Fiancée ever been arrested, interviewed, detained, or convicted by any law enforcement agency? \_\_\_\_\_

If yes, please provide dates, reasons, agency, and disposition. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FAMILY HISTORY

**List names, ages, phone numbers, occupations, where employed, and residence of Father, Mother, Brother(s), Sisters(s), Spouse, Children, and Spouse's Mother and Father.**

<u>Name</u>	<u>Age</u>	<u>Address</u>	<u>Relationship</u>	<u>Employer/Occupation</u>
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\_\_\_\_\_

Please list any room-mates, providing names, addresses, telephone numbers and length of time you lived together. (Not significant others, but those whom you have shared a residence with.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has anyone in your family ever been arrested or convicted of a felony offense? \_\_\_\_\_  
If yes, please explain in detail \_\_\_\_\_

Are you or any member of your family now (or formally been) associated with any subversive organization? (i.e.: Ku Klux Klan, Anarchist, Skinheads, Bloods, Crips, Folk Nation, etc.)

\_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

Has any member of your family been arrested for or convicted of a criminal offense? \_\_\_\_\_  
If yes, please explain in detail \_\_\_\_\_

## CRIMINAL HISTORY

**Please check the box to the right of the crimes/offenses if you have ever committed or participated in, conspired in to commit any of the listed, whether or not you were arrested, charged, or detained.**

Crime/offense	Yes	No
Alcohol Violations (Any)		
Auto theft		
Battery/fights/malicious wounding		
Bomb threats		
Computer related crimes/computer fraud		
Downloaded/Viewed child pornography		
Elder/Adult abuse		
Embezzlement (Theft from employer)		
Extortion		
False Alarms/fire/bomb		
Forgery/Credit cards		
Fraud/Bad checks		



<b>Crime/offense</b>	<b>Yes</b>	<b>No</b>
Gambling/Betting		
Harassment/Threats		
Hunting/Fishing violations		
Impersonating a Police Officer		
Indecent Exposure/Mooning		
Kidnapping or Attempted Kidnapping		
Murder or attempted murder		
Pedophilia		
Peeping Tom/Voyeurism		
Rape/Date rape/Sexual assault		
Robbery		
Stalking		
Telephone misuse/Threats		
Thefts/Larceny		
Shoplifting (regardless of value)		
Unauthorized use of a vehicle		
Use of firearms		
Vandalism/Tagging		

**If you have answered “yes” to any of the above questions, please explain in detail**

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**Check either Yes or No to the following questions.**

<b>Have you ever participated in any of the following:</b>	<b>YES</b>	<b>NO</b>
Lied or committed perjury in court or other judicial proceedings?		
Lied to anyone in authority or made a false police report?		
Entered any building, business, dwelling, or house without permission?		
Intentionally injured anyone as result of a fight?		
Have you ever received or paid for any sex act?		
Have you ever left a restaurant or food establishment without paying?		
Helped anyone steal anything?		
Knowingly received stolen property (regardless of value)?		
Falsified information or lied on an employment application?		
Provided anyone a discount at your place of employment without permission?		
Conspired with anyone to commit an illegal act or crime of any kind?		
Given anything to anyone that was not yours to give away?		

<b>Have you ever participated in any of the following:</b>	<b>YES</b>	<b>NO</b>
Been accused of or arrested for domestic violence/spousal/elder abuse?		
Been questioned by the police as a suspect or witness as part of a criminal or traffic investigation?		
Been a lookout or driver for someone else while they committed a crime or criminal act of any kind?		
Used a weapon of any kind during a fight or altercation?		
Been placed on parole or probation for any reason?		
Used false, fraudulent, altered, or borrowed identification of any kind for any purpose?		
Allowed your car to be used in the commission of a crime?		
Been present at, witness to, or involved in any way in any kind of murder, killing, manslaughter, or other unnatural death of a human being?		
Been an officer, member, or made a contribution to an organization dedicated to the violent overthrow of the United States Government and which engages in illegal activities to that end, knowing that the organization engages in such activities with the specific intent to further such activities?		
Been a member of any organization and/or adhere to any belief which would in any way: <ul style="list-style-type: none"> <li>A) Limit or prohibit your use of firearms or weapons?</li> <li>B) Restrict or prohibit you from working on particular days or hours?</li> <li>C) Restrict you from conforming to department standards or appearance and/or grooming which may from time to time be set?</li> </ul>		
Been involved in or participated in any parade, picket line, delegation, or demonstration sponsored by any subversive organization(s)?		
Been involved in or paid, contributed, collected, or solicited any money or dues to, for, or in behalf of any subversive organization(s)?		
Been involved in or attended any school, camp, class, or forum sponsored by any subversive organization(s)?		
Been involved in making, constructing, assembling, manufacturing, transporting, and/or detonation bomb of any kind, Molotov cocktail, explosive, or other incendiary device?		
Knowingly filed a false/fraudulent insurance claim with any Insurance Company regarding a traffic accident, theft, or other monetary or property loss?		
Been subjected to forfeiture of collateral in connection with an arrest?		
Been required to appear before a juvenile court for an act which would have been a crime if committed as an adult?		
Been a victim or complainant in any crime or incident?		
Been bonded or refused bond upon application?		
Been issued or denied a permit or license to carry a handgun or other weapon on your person?		
Been involved in any college/fraternity hazing/initiation incident/ritual/program?		

<b>Have you ever participated in any of the following:</b>	<b>YES</b>	<b>NO</b>
Been pardoned for any crime?		
Set a fire, been involved in an arson, a reckless burning or similar conduct?		
Have you ever purchased/provided alcohol for a minor?		
Have you ever stolen anything from any of your employers?		
Have you ever participated in "Street racing", Quick start racing," or racing another vehicle on a public highway?		

**If you have answered "yes" to any of the questions above, please explain in detail. Please provide in detail, dates, charges, place of arrest/detainment, and disposition.**

<u>Date</u>	<u>Charge</u>	<u>Place of Arrest/Detainment</u>	<u>Disposition</u>
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_____
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_____

Have you ever committed a crime in which you were not arrested? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

_____
_____
_____

Have you ever hit, struck, pushed, punched, shoved, kicked, etc., a family or household member in the course of an argument? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

_____
_____
_____
_____

Have you ever been the subject of a protective order? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

_____
_____
_____

Is there any court action pending against you at this time? (i.e., criminal, traffic, or civil) \_\_\_\_\_  
If yes, please explain in detail (dates and jurisdictions) \_\_\_\_\_

_____
_____
_____

Do you have any tattoos? \_\_\_\_\_ If yes, please describe each tattoo and the location

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Have you ever, as a juvenile or adult, experimented with or used any type of illegal substances, drugs, including, but not limited to marijuana, cocaine, hallucinogens, inhalants, Anabolic steroids, etc? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Have you ever used or stolen prescription drugs that were not prescribed to you? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Have you ever **purchased** any illegal drugs for yourself or someone else (marijuana, cocaine, methamphetamines, barbiturates, heroin, hallucinogens, or illegal prescription drugs)? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Have you ever **sold** any illegal drugs (marijuana, cocaine, methamphetamines, barbiturates, heroin, hallucinogens, or illegal prescription drugs)? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Have you ever participated in the production, manufacturing, growing, delivery, transportation, smuggling, storage, or handling of illegal drugs/narcotics for yourself or anyone else? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Have you ever made any money or profit in any way for any involvement with/in drugs or narcotics? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

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Has anyone ever called the police about you for any reason? \_\_\_\_\_ If yes, please provide dates, reasons, agency, and disposition. \_\_\_\_\_

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Has your operator's license ever been revoked or suspended? \_\_\_\_\_ If yes, please explain (include dates and locations.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of driving on a revoked or suspended license? \_\_\_\_\_ If yes, please explain (include dates and locations.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been charged or convicted of any type of alcohol or drug related driving offense? \_\_\_\_\_ If yes, when? \_\_\_\_\_ Jurisdiction \_\_\_\_\_

Have you ever operated a vehicle with improper registration or the wrong plates? \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List all traffic citations (including parking tickets) you have received.**

<u>Date</u>	<u>Violation</u>	<u>City/State</u>	<u>Police Agency</u>	<u>Disposition</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever committed an undetected illegal act(s), even as a juvenile that was not listed above (include underage drinking)? \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been denied a concealed weapons permit? \_\_\_\_\_ If yes, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List any criminal charges either as a juvenile or adult (whether expunged, sealed, or dismissed.)**

<u>Date</u>	<u>Charge</u>	<u>Place of arrest</u>	<u>Disposition</u>

**List any situation in which you were stopped and detained by the police/law enforcement officer and did not receive a citation. (i.e., speeding, warnings, field sobriety test, etc.)**

<u>Date</u>	<u>Reason</u>	<u>Location</u>	<u>Agency</u>

Have you ever placed a wager/bet by telephone or made a hand-to-hand transaction with a bookmaker (bookie or numbers man) on results of a professional or collegiate sports event, other than a legitimate lottery or other legalized gambling event? \_\_\_\_\_ If yes, please explain in detail

\_\_\_\_\_

\_\_\_\_\_

Do you currently have any outstanding gambling debts? \_\_\_\_\_ If yes, please explain in detail

\_\_\_\_\_

\_\_\_\_\_

Have you ever used an employer's money to gamble? \_\_\_\_\_ If yes, please explain in detail

\_\_\_\_\_

\_\_\_\_\_

Have you ever stolen money with which to gamble? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION

**High School** (attach transcripts)

Name and address \_\_\_\_\_  
 Date graduated \_\_\_\_\_ GED certificate \_\_\_\_\_ Date received \_\_\_\_\_

**College** (attach transcripts)

Name and address \_\_\_\_\_  
 Degree attained \_\_\_\_\_ Course of study \_\_\_\_\_  
 Date graduated \_\_\_\_\_ Hours completed \_\_\_\_\_

Are you currently enrolled in any school or college for academic classes? \_\_\_\_\_ If yes, list course(s), name and address of school(s) \_\_\_\_\_  
 \_\_\_\_\_

Are you able to communicate in any language other than English (including sign language.)? \_\_\_\_  
 If yes, specify language(s) and fluency level. \_\_\_\_\_  
 \_\_\_\_\_

**List all accredited law enforcement related certifications (Jailor, Court Security, First Aid, C.P.R., Law Enforcement, etc.)**

<u>Institution</u>	<u>Certification</u>	<u>Date received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## MILITARY SERVICE

Branch of service \_\_\_\_\_ Date of entry \_\_\_\_\_  
 Place of entry \_\_\_\_\_ Service Number \_\_\_\_\_  
 Dates of basic training and where \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permanent duty stations and length of tour:

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Duties of rank and rate: (Explain) \_\_\_\_\_

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Highest rank or rate \_\_\_\_\_ Date promoted \_\_\_\_\_  
Service schools attended \_\_\_\_\_

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Disciplinary action if any (explain) \_\_\_\_\_

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Date of discharge or release \_\_\_\_\_ Type \_\_\_\_\_  
Are you now a member of any military reserve organization? \_\_\_\_\_  
If yes, what is your termination date of reserve obligation? \_\_\_\_\_  
If yes, name of the organization \_\_\_\_\_  
Your status (including obligated time, drill status, and compulsory active duty status) \_\_\_\_\_

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Have you ever been rejected for military service? \_\_\_\_\_ If yes, explain \_\_\_\_\_

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Medals or awards received \_\_\_\_\_

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Are you currently in the Military? \_\_\_\_\_

## EMPLOYMENT HISTORY

**List your complete work history, starting with your present employer and working backward through your experience. List any periods of unemployment. If additional space is needed, attach a separate sheet.**

Present employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job title \_\_\_\_\_ Phone number \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name and title \_\_\_\_\_  
Total hours worked per week \_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_  
Description of duties \_\_\_\_\_

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Reason for leaving \_\_\_\_\_

May we contact your current employer about your work? \_\_\_\_\_ If no, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Phone number \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name and title \_\_\_\_\_

Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Phone number \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name and title \_\_\_\_\_

Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Phone number \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name and title \_\_\_\_\_

Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job title \_\_\_\_\_ Phone number \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name and title \_\_\_\_\_  
Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job title \_\_\_\_\_ Phone number \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name and title \_\_\_\_\_  
Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job title \_\_\_\_\_ Phone number \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name and title \_\_\_\_\_  
Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job title \_\_\_\_\_ Phone number \_\_\_\_\_  
Dates employed: from \_\_\_\_\_ to \_\_\_\_\_  
Supervisor's Name and title \_\_\_\_\_  
Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_  
Description of duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Job title \_\_\_\_\_ Phone number \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor's Name and title \_\_\_\_\_

Total hours worked per week \_\_\_\_\_ Starting salary \_\_\_\_\_ per \_\_\_\_\_ Ending salary \_\_\_\_\_ per \_\_\_\_\_

Description of duties \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you ever fired or been forced to resign (asked to leave) from any job? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been the subject of a citizen, client, or co-worker complaint? \_\_\_\_\_ If yes, please explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever resigned (quit) while anticipating that your employer intended to discharge (terminate) you for any reason? \_\_\_\_\_ If yes, explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever resigned (quit) from a job by mutual agreement following allegations of misconduct? \_\_\_\_\_ If yes, explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever walked off (left) a job without giving proper notice? \_\_\_\_\_ If yes, explain in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever resigned (quit) from a job by mutual agreement following allegations of unsatisfactory work performance? If yes, explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<h2>REFERENCES</h2>
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**Please provide information on (minimum) three reliable persons, other than relatives or past employers, who know you well enough to give information on your character.**

<u>Name</u>	<u>Phone number</u>	<u>Address</u>	<u>Occupation</u>

**Please provide names and addresses for all previous or current Landlords/rental agencies/property managers. (If more space is needed, attach a separate sheet.)**

<u>Name</u>	<u>Phone number</u>	<u>Address</u>	<u>Company name</u>	<u>Years resided</u>

Have you applied to any other law enforcement agency(s)? _____		
<u>If yes, date</u>	<u>Agency</u>	<u>Disposition</u>

Have you ever applied for this department in the past? \_\_\_\_\_ If yes, when? \_\_\_\_\_

In the spaces, below list any information which you feel may be pertinent to our background investigation that was not covered in any of the previous questions. \_\_\_\_\_

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CHESTERFIELD COUNTY SHERIFF'S OFFICE  
**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, do hereby authorize a full review of and full disclosure, of all records, including photocopies, or any part thereof, concerning myself by a duly authorized agent of the Chesterfield County Sheriff's Office, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosures of the records of educational institutions, financial or credit institutions, medical and psychiatric treatment and/or consultation (including hospitals, clinics, private practitioners, and the U.S. Veterans' Administration), public utility companies, and employment and pre-employment records (including background reports, polygraph examination results, efficiency ratings, complaints or grievances filed by or against me and salary records). I also give my consent for full and complete disclosures of real or personal property records, including other financial statements and records wherever filed, records of complaint, arrest, trial, and/or convictions for alleged or actual violations of law (including criminal and/or traffic records), and records of complaints of a civil nature made by or against me wherever located.

I understand that any information obtained by a personal history background investigation which is developed either directly or indirectly, in whole or in part, upon this release of authorization will be analyzed to determine my suitability for employment by the Chesterfield County Sheriff's Office.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as their agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of my confidential information cannot be revealed to me. A photocopy of this release will be valid as an original henceforth, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date